

# GIFTS POLICY

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The Board of Trustees of the St. Charles Public Library District appreciates the generosity of individuals and organizations who contribute to the support of the Library through donations. The purpose of the Gifts Policy is to ensure the implementation of the Library's goals and objectives through the proper development of its collections, programs and services.

## **GENERAL STATEMENT ON GIFTS**

It is the privilege and responsibility of the Board of Trustees and the Director to decide whether a gift is suitable for inclusion in the Library.

If a donor wishes to donate funds, the Library will assist by recommending needed items for purchase. The recommendations will be of a nature or subject area requested by the donor whenever possible.

## **USE OF GIFTS**

Gifts will be retained as long as they serve the best interests of the Library. The Library cannot commit itself to the perpetual housing of a donation. All donations are subject to the standard maintenance and withdrawal policies and procedures of the Library.

## **RESTRICTIONS**

Because the Library is a public, tax-supported institution which exists for the benefit and use of the entire population, no special favors or privileges will be granted to any individual or organization. This policy includes special arrangements associated with donations. In accepting a gift, the Library is not obligated to bear any present or future expenses or other obligations related to or ensuing from the gift.

## **POLICY ON NAMING FACILITIES IN HONOR OF DONORS**

The Library Board does not support naming facilities after donors, as this action should be tied to an honor or recognition rather than a donation. The Library will honor eligible donors by including their names on the Library Donor Wall, or on a plaque near the area for which a major donation has been made.

## **APPRAISAL OF GIFTS**

The Library will not appraise the value of any gift for any reason, including income tax deductions. However, the Library will issue a statement acknowledging receipt of the gift.

## **RECOGNITION OF GIFTS**

Plates acknowledging the donor and the person in whose honor or memory the donation has been made will be placed in new gift books. Where it is physically possible, similar plates of acknowledgment will be placed on other donations, such as works of art and recordings. Donors of cash gifts will receive a letter of acknowledgement and appreciation and a tax letter when appropriate. In the case of cash donations for the purchase of memorial books, the donor will be

notified by mail of the title(s) purchased. The person or family of the person in whose name the donation has been made will be notified of the gift.

**GIFTS ARE TAX DEDUCTIBLE**

All donations to the St. Charles Public Library are tax deductible.

Adopted: 10/11/78

Revised: 9/89; 2/02; 11/05; 12/08; 2/13; 11/18; 2/23